



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**

North Alabama Regional Hospital  
4218 HIGHWAY 31 SOUTH  
DECATUR, ALABAMA 35603

PHONE (256) 560-2200  
DIRECTOR'S FAX (256) 560-2203



JOHN HOUSTON  
COMMISSIONER

CHARLES R. CUTTS  
FACILITY DIRECTOR

**EQUAL OPPORTUNITY EMPLOYER  
ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION**

<b><u>JOB TITLE:</u></b>	<b>MH Administrative Assistant VI</b>	<b><u>NUMBER:</u></b>	<b>07-04</b>
<b><u>JOB CODE:</u></b>	<b>G6000</b>	<b><u>DATE:</u></b>	<b>05-01-07</b>
<b><u>SALARY RANGE:</u></b>	<b>63 (\$25,956.00- \$39,456.00)</b>	<b><u>POS.#:</u></b>	<b>8834200</b>
<b><u>JOB LOCATION:</u></b>	<b>North Alabama Regional Hospital 4218 US Highway 31 South Decatur, AL 35603</b>		

**QUALIFICATIONS:** Graduation from a standard senior high school including or supplemented by courses in typing and business practice. Extensive (72 months) responsible clerical and secretarial experience including responsible supervisory experience.

**KIND OF WORK:** The individual in this position serves as the Administrative Assistant to the Director of North Alabama Regional Hospital. The individual is responsible for composing and distributing routine letters, memorandums, schedules, calendars, and reports for the Facility Director to enable the office to function efficiently. Compiles, types, and distributes information for inter-facility communication as well as agencies outside the hospital. Maintains and updates various files, investigation files, correspondence with other facilities, correspondence with Central Office and keeps accurate records, providing information and maintaining records for future use. Coordinates, compiles, and distributes monthly calendars for meetings of various committees and schedules use of the Conference Room. Maintains leave records for various personnel. Compiles, types, and distributes agenda and minutes for the Administrative Executive Council Meeting. Answers and screens telephone calls and messages to ensure they are routed to appropriate staff. Proofreads and edits outgoing correspondence and assists in ensuring compliance with Joint Commission, Medicare, and Departmental Standards. This individual will be expected to perform other related tasks as assigned by the Facility Director.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Ability to perform task with independent judgment. Ability to communicate both orally and in writing. Proficient in use of personal/ mainframe computers and various software programs. Experience in administrative responsibilities. Must be able to deal with all levels of staff in numerous departments in facility as well as other administrative departments within the State of Alabama.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their training, experience and education and should provide adequate work history identifying experiences related to the duties and minimum qualifications as stated above. All relevant information is subject to verification. **Drug screenings and security clearances will be**

**conducted on prospective applicants being given serious consideration for employment and whose job requires direct contact with patients.**

**HOW TO APPLY:** Use an official Application For Professional Employment, which may be obtained from this office or any DMH/MR facility Personnel Department or online at [www.mh.alabama.gov](http://www.mh.alabama.gov). Applications for employment should be returned to the Personnel Office, North Alabama Regional Hospital, 4218 US Highway 31 South, Decatur, Alabama 35603. Applications for this position should be returned by **JUNE 1, 2007** in order to be considered for this position. Copies of license, if appropriate, should be forwarded with the application for employment. **Please have an official copy of graduate transcript forwarded to the Personnel Office at the above address, if applicable.**